

SERC Meeting

February 6, 2001

10:00 a.m.

John Pack began the meeting at 10:02 a.m. a quorum was present, for those in attendance see attached roster. The minutes of December 6, 2000 were reviewed. Mr. Pack asked for corrections, deletions or additions. Loretta Bitner moved to approve the minutes, Roy McCallister seconded. Motion passed.

Old Business - Mr. Pack suggested Dave Wheatcraft give a summary on the books recently distributed. Mr. Wheatcraft said the Janes Chem-Bio, Facilities Security and FEMA Response to Terrorism Job Aids were distributed during the last Directors Meeting in Cedar Lakes. More copies will be needed because of continued requests from counties, he estimates another 4,000 copies will need to be ordered. These items were purchased utilizing a FEMA Terrorism Grant, no state funds were involved. Mr. Pack announced the Public Officials Workshop will be held at the Radisson Hotel, Huntington, WV on March 31 and April 1. County Commissioners, OES Directors, State Legislators, City Officials and SERC Board members are encouraged to attend. Mr. Pack said this is an educational process giving newly elected officials an idea of the scope of emergency management practices throughout the state. Mr. Pack suggested due to the 3% budget cut if you have previously attended to encourage someone else in your county to attend. There will also be a Directors meeting on Sunday.

Mr. Pack said the preparations for the SERC/LEPC Conference in Martinsburg are progressing. Dave Wheatcraft, Cherie Collins and Laverne Muncy will be meeting with hotel staff and Berkeley County Officials later today and tomorrow to determine needs for the upcoming conference. Mr. Wheatcraft will also be attending a NEMA (National Emergency Managers Association) and he will attempt to determine if any of those speakers will be suitable for our conference. Mr. Pack said this is the first time we have asked an LEPC to act as host and he feels it is a direction the board should be going in, LEPCs need to feel a part of the process and they are very familiar with their own communities. There was discussion on the types of items we may distribute at the conference (padfolio and/or day planner), number of attendees, budgetary requirements and restrictions. Approximately \$300,000 remains in the Tier Two fund and it has remained fairly steady for the last few years. Giles Watson made a motion to allocate \$5000 to purchase items for the 2001 SERC/LEPC conference, Rudy Raynes seconded. Motion passed. Mr. Pack also asked if any agency has items they would like to distribute at the conference to contact Dave Wheatcraft. A vote was taken on the items under consideration, 5 members voted for the Day Planner, 6 members voted for the Padfolio.

HMEP Grants - Dave Wheatcraft said 2000 HMEP Grants have been completed, and \$1,173.45 planning funds and approximately \$12,000 training

funds will be sent back. The 2001 HMEP Grant year began in September of 2000 and of the 16 approved LEPCs 11 requested their initial payments and one has completed their project; Berkeley County. Dave Wheatcraft said Wood County has asked that a portion of their 2001 grant be reallocated. They have received additional funds from another source for the original project and would like to use the remaining funds for a video projector. Mr. Wheatcraft feels the projector can be used in multiple ways for planning, training or exercising. Roy McCallister made a motion to approve Wood County LEPCs request to reallocate some of their 2001 HMEP grant funds, Rudy Raynes seconded. Motion passed. There was a question on whether doing this would encourage additional LEPCs to purchase equipment. Mr. Wheatcraft said all requests should be looked at on a case by case basis. Loretta Bitner asked the board members to look at the RISPA web site and the federal registry. The law re-authorizing HMEP is currently up for comment. If the board feels the language needs to be made clearer or additional changes on allowable expenditures she suggested they file their comments with RSPA.

SERC Grants - Three (3) LEPCs requested grants this month, Doddridge, Raleigh and Monongalia county. Monongalia County will use their funds to produce a web page, which is a very good idea Kanawha/Putnam EPC is the only other LEPC to maintain and produce a web page in the state. Doddridge will purchase a computer and Raleigh will purchase a computer and supplies.

Plan Reviews - Jim Cox indicated he is not yet familiar with the criteria, plans have not been reviewed since October 2000 but he hopes to shortly be up to speed on the review process.

LEPC Membership Approvals - Jim Riggs moved to approve Monongalia and Wood county LEPC membership lists, Richard Jarvis seconded. Motion passed.

By-Laws - Doddridge County LEPC has forwarded a signature page for their pending By-Laws. Those By-laws were previously approved with the stipulation a signature page be provided.

Training Subcommittee - Jim Cox said RESA has recently added Technician classes to the curriculum and he hopes it will increase participation by 1st responders throughout the state. He continues to work on the FEMA manual the board would like to purchase. However the material is now on FEMA's web site and if a fire department has internet capability they can download the material for themselves. The web page address is www.usfa.fema.gov/hazmat. Mr. Pack said that did not answer the issue of 911 centers, many 911 centers do not have internet access. Mr. Cox said letters will be mailed asking agencies to determine which option will best suit their needs.

Other New Business - Dave Wheatcraft said Prison Industries was contacted concerning our Tier Two records. Records from 1987 to 1995 have been stored in a storage building and are fast degrading. Prison Industries has given us an estimate to scan the material and produce cd roms or microfilm, however it is unclear how long records are required to be kept before being destroyed. Mr. Pack suggested we contact USEPA and the state and determine how long records need to be kept and go from there. Dave Wheatcraft said he had spoken to David Wright USEPA CEPPPO Chief and he indicated EPA follows individual state law.

The Law Library has been contacted and we should have an answer shortly on what state law is. It will also be necessary to receive approval from Culture and History before destroying any documents. Roy McCallister said recently the State Police destroyed a number of documents and they were required to obtain approval.

Kanahwa/Putnam showed two PSA's (Public Service Announcements) they recently completed and JR. Bias said the phone company will be encouraging other LEPCs to place this type of information in their phone books.

Bobbie Scroggie, said she will no longer be representing DEP, Air Quality, Jesse Adkins will be their new representative. Mr. Pack said he was sorry she was leaving and welcomed Mr. Adkins but said DEP needs to send a letter stating the change in personnel.

2200 TierTwo Packets were sent to facilities statewide. They have been steadily returning completed forms with fees since January however, the bulk of forms and fees will not be received until after March 31.

Mr. Pack said he recently did a presentation to Hospital Engineers and Hospital Administrators on terrorism, decontamination, site security and hospital preparedness.

Joe Wyatt moved to adjourn, Loretta Bitner seconded, meeting ended at 11:11a.m. Next scheduled meeting will be April 10, 2001 at 10:00 a.m at the Emergency Operations Center (EOC) Building 1 Room EB-80, Main Capitol, Charleston, WV.